

Syllabus for the post of Assistant Commissioner

Part-IV

Academics and Residential aspects

- I. Child Development and pedagogy**
 - i. Child Development – Physical, intellectual and emotional & social development.
 - ii. Problems of Adolescence – Role of Home, School, Hostel and society in dealing with them.
- II. Learning**
 - I. Concepts
 - II. Factors affecting learning
 - III. Motivation and measures for creating effective learning experience.
 - IV. Learning outcomes (New inclusion)
 - V. Pedagogical leadership (New inclusion)
- III. Perspective in Education**
 - i. New Education Policy (new Inclusion)
 - ii. Govt. Act and Policy on children
 - iii. School system & organization
 - iv. Good Governance in School System
- IV. Teaching methodology and class room management**
 - i. Digital learning - Various initiative by the Govt., Prospects, reach and effectiveness.
 - ii. Curriculum
 - iii. Academic Planning and implementation
- V. Role and responsibility of Assistant Commissioner**
 - i. Duties and responsibilities of Assistant Commissioner
 - ii. Creation, Development and maintenance of facilities and assets in Vidyalaya
 - iii. Role of Assistant Commissioner in promoting academic excellence and co-scholastic activities
 - iv. Promotion of ethics and values in academic Institutions
 - v. Admission in JNVs Role and Responsibility of Assistant Commissioner
- VI. Residential System**
 - i. Safety and security of inmates
 - ii. Mess management
 - iii. Hostel management
 - iv. Infrastructure and maintenance & repairs

Part-V

Administrative & Finance

- I. CCS (CCA) Rules, CCS (Conduct Rules)
- II. Medical Attendance Rules
- III. Fundamental and supplementary Rules (FR) (SR)
- IV. CPF & NPS as admissible to NVS employees
- V. TA Rules
- VI. Budgeting in NVS (New inclusion)

- VII. PFMS
- VIII. GeM
- IX. LTC Rules
- X. Income Tax
- XI. Legal Framework
- XII. GFR
- XIII. Guidelines regarding prevention of sexual harassment at work place.
- XIV. Problem solving and decision making (New inclusion)